



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE #20-06-17-001

TOWN OF KNIGHTDALE, NORTH CAROLINA ANNUAL OPERATING BUDGET ORDINANCE FOR THE FISCAL YEAR ENDING JUNE 30, 2021

BE IT ORDAINED by the Town Council of the Town of Knightdale, North Carolina that the following anticipated fund revenues and departmental expenditures, together with certain fees and charges schedules, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of the Town government and its activities for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021.

Summary

General Fund	\$	20,180,902
Storm Water Fund		1,029,878
Capital Projects Funds		
General Capital Reserve Fund		917,500
Enterprise Funds		
Water and Sewer Utility Fund		<u>153,239</u>
Total Annual Operating Budget Ordinance	\$	<u>22,281,519</u>

Section 1: General Fund - Fund 10

Anticipated Revenues by Category:

Ad-Valorem Taxes	\$	10,099,181
Local Option Sales Tax		3,360,000
Other Taxes and Licenses		320,475
Unrestricted Intergovernmental Revenues		959,000
Restricted Intergovernmental Revenues		2,477,275
Permits and Fees		296,000
Sales and Services		
Sanitation Revenues		1,265,925
Parks and Recreation Revenues		287,500
Investment Earnings		110,000
Miscellaneous		131,000

Other Financing Sources:

Interfund Transfers In	490,000
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Fund Balance Appropriated

Undesignated Fund Balance	<u>384,546</u>
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Total Revenues and Other Financing Sources	<u>\$ 20,180,902</u>
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Authorized Expenditures by Department:

Administration	\$ 1,126,945
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Legislative	212,254
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Human Resources	413,643
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Finance	820,008
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Information Technology	515,204
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Public Safety	
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Police	4,406,544
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Fire	4,349,010
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Public Works	
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Grounds Maintenance	812,592
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Streets – Powell Bill	645,605
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Sanitation	1,220,273
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Operations	940,224
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Development Services	770,697
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Parks, Recreation, and Cultural Programs	1,618,012
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Debt Service	1,729,891
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Other Financing Uses:

Interfund Transfers Out	<u>600,000</u>
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Total Expenditures and Other Financing Uses	<u>\$ 20,180,902</u>
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Section 2: Storm Water Fund - Fund 60**Anticipated Revenues by Category:**

Sales and Services	\$ 653,000
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Investment Earnings	7,500
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Fund Balance Appropriated

Undesignated Fund Balance	<u>369,378</u>
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Total Revenues and Other Financing Sources	<u>\$ 1,029,878</u>
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Authorized Expenditures:

Storm Water	<u>1,029,878</u>
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Total Expenditures	<u>\$ 1,029,878</u>
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Section 3: Water and Sewer Utility Fund - Fund 61

Anticipated Revenues by Category:

City of Raleigh Debt Service Contribution \$ 153,239

Total Revenues \$ 153,239

Authorized Expenditures:

Debt Service \$ 153,239

Total Expenditures \$ 153,239

Section 4: General Capital Reserve Fund - Fund 70

Anticipated Revenues by Category:

Other Taxes and Licenses \$ 140,000

Permits and Fees 157,500

Investment Earnings 20,000

Other Financing Sources:

Interfund Transfers In 600,000

Fund Balance Appropriated

Total Revenues and Other Financing Sources \$ 917,500

Other Financing Uses:

Interfund Transfers Out 917,500

Total Expenditures and Other Financing Uses \$ 917,500

Section 5: Grand Totals - All Funds

Revenues \$ 20,437,595

Other Financing Sources:

Operating Transfers In 1,090,000

Debt Proceeds

Fund Balance Appropriated 753,924

Total Revenues and Other Financing Sources \$ 22,281,519

Expenditures \$ 20,764,019

Other Financing Uses:

Operating Transfers Out 1,517,500

Total Expenditures and Other Financing Uses \$ 22,281,519

Section 6: Levy of Taxes

There is hereby levied, for Fiscal Year 2021, the following Ad Valorem Tax Rate per one hundred dollars (\$100) valuation of taxable property as listed for taxes as of January 1, 2020 for the purpose of raising the revenue from Ad Valorem Taxes as set forth in the foregoing estimates of revenues, and in order to finance the foregoing applicable appropriations.

This rate of tax is based on an estimated assessed valuation of \$2,422,963,277

General Fund	\$ 0.42
Total Rate per \$100 of Valuation of Taxable Property	<u>\$ 0.42</u>

North Carolina General Statute 159-11(e) requires local governments to calculate the revenue-neutral property tax rate for comparative purposes in a property revaluation year. The revenue-neutral tax rate is the rate estimated to produce revenues for the next fiscal year as if no reappraisal had occurred. Using the formula mandated by state law, the revenue-neutral tax rate for Knightdale is .3536 per \$100 of valuation of taxable property.

Section 7: Fees and Charges

There is hereby established, for Fiscal Year 2021, various fees and charges as contained in Attachment A located in the appendix section of this document. Further, it is the will of Town Council that \$15 associated with the vehicle tax be collected in the General Fund and set aside in whatever appropriate manner and used on transportation-related initiatives as deemed appropriate by Town management.

Section 8: Budget Officer Restrictions

The Budget Officer shall not have any authority to appropriate fund balance or to increase total appropriations. All interfund and interdepartmental transfers, except as noted in Section 9 and 10, shall be accomplished only with specific advance approval of the Knightdale Town Council.

Section 9: Special Authorization of the Budget Officer

- A. The Budget Officer shall be authorized to reallocate any appropriations within departments.
- B. The Budget Officer shall be authorized to execute interfund and interdepartmental transfers in emergencies.
- C. The Budget Officer shall be authorized to execute interdepartmental transfers within the same fund, as long as the amount does not exceed ten percent of the appropriated monies for the department whose allocation is needed.
- D. Notification of all transfers and budget amendments approved by the Budget Officer shall be made to the Town Council on a monthly basis.

Section 10: Re-Appropriation of Funds Encumbered in Fiscal Year 2021

Operating funds encumbered on the financial records as of June 30, 2020 are hereby re-appropriated to Fiscal Year 2021.

Section 11: Classification and Pay Plan

There is hereby established for Fiscal Year 2021, certain positions, job titles and salary ranges for all authorized Town employees, as included in Attachment B. The Town Manager is authorized to fill such positions at the grade stated for each position and within the first twenty steps. The Town Council shall approve any deviation in advance.

There is hereby established for Fiscal Year 2021, certain limited service positions, job titles and pay rates as included in Attachment C. The Town Manager is hereby authorized to fill such positions at the hourly rate stated for each position.

Section 12: Expected Spending in Capital Projects Fund

During Fiscal Year 2021, the following projects and initiatives are expected to be active with estimates listed for each.

Mingo Creek Greenway Extension	\$	2,572,000
Fire Capital Projects Fund (Ladder Truck)	\$	1,250,000
Wake Stone Athletic Park	\$	4,500,000

Section 13: Utilization of Budget Ordinance

This ordinance shall be the basis of the financial plan for the Town of Knightdale during the 2020-2021 fiscal year. The Budget Officer shall administer the Annual Operating Budget and shall ensure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the budget.

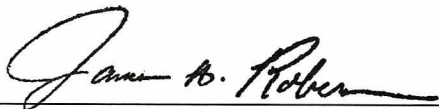
Section 14: Funding of the General Capital Reserve Fund

- A. Following the delivery of the audited financial statements to the Town Council, the Finance Director will calculate the fund balance available for appropriation in the General Fund (FBA). FBA is defined as the sum of cash and investments less the liabilities of the General Fund, less Reserve for Encumbrances at year end and less any Deferred Revenues arising from cash receipts, such as prepaid taxes or grants received before earned. The Finance Director will subtract any restricted funds from Fund Balance Available. That amount will be divided by the sum of General Fund Expenditures and General Fund Transfers to Other Funds, less the Proceeds of Installment Debt. If the resulting percentage is over 40%, the excess of FBA% over what the FBA would have been at 40% will be transferred to the General Capital Reserve Fund for future capital needs.

- B. Additionally, the amount calculated by the Finance Director to equal two (2) cents of the tax rate shall be transferred to the General Capital Reserve Fund for future capital needs. This amount is determined as (i) the estimated tax base for the coming year, (ii) less an allowance for uncollected taxes, (iii) divided by \$100, (iv) multiplied by \$0.02. this amount will be identified as "General Fund Contribution to Capital Improvement Plan."
- C. Additionally, the amount calculated by the Finance Director to equal one half (.5) cent of the tax rate shall be transferred to the General Capital Reserve Fund for future maintenance of parks and greenways. This amount is determined as (i) the estimated tax base for the coming year, (ii) less an allowance for uncollected taxes, (iii) divided by \$100, (iv) multiplied by \$0.005. This amount will be identified as "General Fund Contribution to Capital Maintenance Funding."
- D. It shall be the policy of the Town to place the proceeds of the sale of assets and "windfall" income, unbudgeted or unexpected revenue, from any source into the General Capital Reserve Fund for future capital needs when such amounts exceed \$100,000.
- E. Transfers to the General Capital Reserve Fund shall be made on or before February 1 each year by the Finance Director.

The Finance Director shall establish and maintain all records, which are in consonance with this ordinance, and the appropriate Statutes of the State of North Carolina.

Adopted this 17th day of June, 2020.



Mayor James A. Roberson



Town Manager/Budget Officer William R. Summers



Town Clerk Heather M. Smith

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Taxes & Fees

TAXES

Property Tax	\$0.42 per \$100 of assessed valuation
Vehicle Tax	\$30.00
Beer and Wine Licenses	
Wine - Off Premises	\$10.00
Beer – Wholesalers	\$37.50
Wine – Wholesalers	\$37.50
Beer & Wine - Wholesalers by Same License	\$62.50

FEES

Stormwater Fees

Residential Single-Family Homes (flat fee monthly)	\$4.25
Commercial (per 2200 square feet of impervious surface)	\$4.25

Solid Waste & Recycling Fees

Solid Waste (monthly)	\$11.75
Recycling (monthly)	\$4.80

Miscellaneous Fees

Copies

No personal copies made for the public. Costs are per page.

8.5 X 11	\$0.15
8.5 X 14	\$0.25
11 X 17	\$0.25
Certified Copy	\$2.00

Copies of Documents

Per NC Public Records laws, certain information will not be available to the public.

Special record requests will be addressed following the completion of daily and routine duties.

Standard Specifications and Construction Details	\$30.00
Budget Proposal	\$30.00
Audit Report (CAFR) - available on-line at no charge	\$20.00
Town Code of Ordinances	\$75.00



Supplement to Town Code of Ordinances	\$10.00
Comprehensive Plan	\$35.00
Unified Development Ordinance	\$35.00
Meeting Notice Request, per year	\$10.00
Lien of Property Fee	\$100.00
Election Filing Fee	\$50.00

Billings and Collections

- All fees are due within thirty (30) days of the invoiced date.
- Fees not paid within thirty (30) days shall accrue an interest charge of 0.75% per month on the unpaid balance, which is 9% annual interest.
- The Town shall be reimbursed for its expenses of collection, including court costs and legal fees.

Public Safety

Police Department

Fire Lane Parking Infraction	\$50.00
Handicapped Parking (State Citation)	\$100.00 plus costs of court
Handicapped Parking (Town of Knightdale Ordinance)	\$50.00
Various Parking Infractions - General No Parking	\$15.00
Solicitor Fee	\$25 per person for 3 days
Off-Duty Officer Rate (3-hour minimum)	\$45 per hour

Fire Department

All businesses and building in the Town of Knightdale and its extraterritorial jurisdiction (ETJ) subject to the North Carolina Fire Code shall be inspected by the Town.



Fire Code Inspections

Square Footage		Fee
0	1,000	\$25.00
1,000	2,499	\$50.00
2,500	4,999	\$60.00
5,000	9,999	\$100.00
10,000	24,999	\$150.00
25,000	49,999	\$200.00
50,000	199,999	\$250.00
200,000	299,999	\$300.00
300,000	399,999	\$400.00
Greater than	400,000	\$500.00

Life Safety Violations

\$250.00 per violation per day

Re-Inspections

First	\$25.00
Second	\$50.00
Third	\$100.00
Fourth and Beyond	\$200.00

Re-Inspection of any Fire Suppression or Detection System

First	\$25.00
Second	\$50.00
Third	\$100.00
Fourth and Beyond	\$200.00

Certificate of Occupancy (minimum charge)

\$50.00 per hour

- Certificate of Occupancy inspections are charged on a per hour basis.
- Any additional time past each hour will be rounded up to the next hour.
- Re-inspection charges will be at the same rate as annual re-inspection fees.



Fire Permits

Bowling Alley Resurfacing	\$75.00
Carnivals and Fairs	\$100.00
Combustible Dust Producing Operations	\$75.00
Compressed Gases	\$75.00
Cutting and Welding	\$75.00
Dry Cleaning Plants	\$50.00
Exhibit and Trade Shows	\$100.00

Explosives / Blasting

48 Hours	\$75.00
90 Days	\$150.00
Trip Charge*	\$50.00
Closure of a Right-of-Way (when required)	\$200.00

** If blasting will be done within 500 feet of a structure and/or within 250 feet of a roadway, a Knightdale fire official is required to be on site for the blasting. A trip charge will be assessed for each trip to the construction site. This fee may be adjusted by the Fire Chief based on the nature of the structure and unique circumstances.*

Flammable and Combustible Liquids	\$75.00
Flammable Finishes	\$75.00
Hazardous Chemicals	\$75.00
High Piled Combustible Stock	\$75.00
Insecticide Fogging	\$75.00
Vehicles and Assembly	\$100.00
Pyrotechnics and Fireworks	\$150.00
Spraying or Dipping	\$100.00
Tents, Per Tent	\$50.00
Tank Removal / Installation	\$200.00 per tank
Burning Permit*	\$75.00

** Department and North Carolina Forestry Service. Burning permits are issued for site development and a pit must be utilized with a distance requirement of 1000 feet to the nearest structure. This fire may generally be started between 9 a.m. and 3 p.m. and no combustible material may be added to the fire between 3 p.m. and the end of the workday.*



Sprinkler Systems

Sprinkler System <u>or</u>	\$100.00
Sprinkler System	\$0.014 per square foot (whichever is greater)
Fire Pumps	\$75.00
Standpipe Systems	\$100.00
Hood System	\$50.00
Fire Hydrant Flow Test	\$100.00

Fire Alarms

Fire Alarm Installation <u>or</u>	\$100.00
Fire Alarm Installation (whichever is greater)	\$0.014 per square foot (whichever is greater)

Parks Recreation & Cultural Programs

CHILD CARE PROGRAM INFORMATION

Summer Camp Programs

Summer Camp is an 8-9 week program. Rates are per week.

	Residents	Non-Residents
Quest Camp Per Session (Ages 11-13)	\$130.00	\$160.00

ATHLETIC PROGRAMS AND FEES

Youth Sports

	Residents	Non-Residents
Basketball	\$45.00	\$65.00
Tee Ball (Age 4)	\$25.00	\$40.00
Modified Tee Ball (Ages 5-6)	\$25.00	\$40.00
Coach Pitch Baseball (Ages 7-8)	\$45.00	\$65.00
Baseball (Ages 9-17)	\$45.00	\$65.00
Softball (Ages 7-8)	\$45.00	\$65.00



Softball (Ages 9-17)	\$45.00	\$65.00
Fall Baseball Academy (Ages 5-13)	\$45.00	\$65.00
Spring Volleyball Academy (Ages 7-12)	\$25.00	\$45.00
Tennis (Try Tennis Partnership Academy) <i>Includes racquet, towel and 6 instructional sessions.</i>	\$40.00	\$40.00

Adult Sports

*Registration fees are calculated based on the number of teams and service level provided in each league.
Registration fees are intended to cover the actual cost (equipment/supplies, officials, maintenance) of the program.*

Softball (Mens)	\$40.00
Softball (Co-ed)	\$40.00
Basketball (Mens)	\$55.00

Knightdale Swim Club

Admission fee per visit.

	Residents	Non-Residents
Under Age 1	No Charge	No Charge
Ages 1-5	\$2.00	\$3.00
Ages 6-12	\$4.00	\$5.00
Ages 13 and older	\$5.00	\$6.00
Late Admissions (5:00pm to close)	\$3.00	\$3.00

Summer Pass

100 pool days during the calendar season only.

Individual (Ages 1-5)	\$50.00	\$60.00
Individual (Ages 6-12, with non-swimming chaperone)	\$75.00	\$85.00
Individual (Ages 13 and older)	\$100.00	\$110.00
Family Package (3 or more)	\$150.00	\$150.00
Seniors (Ages 55 and older)	\$50.00	\$50.00

Water Aerobics

Price based on instructor cost and session length



FACILITY RENTALS

- *Knightdale Parks, Recreation and Cultural Programs offers multiple locations for rent.*
- *Facilities are rented hourly with a 2-hour minimum and 6-hour maximum unless noted.*
- *All facility and field rentals require a \$50.00 security deposit that will be refunded upon completion of post event check out.*
- *Full deposit or any portion may be retained to cover damage or clean up fees post event.*
- *Two-week advance registration required.*
- *Additional Staff charges to include police officers and lifeguards may apply.*

Recreation Center Rooms

	Residents	Non-Residents
Room 404 (35 person max)	\$40.00	\$50.00
Room 406 (35 person max)	\$40.00	\$60.00
Rooms 404 & 406 (70 person max)	\$70.00	\$80.00
Meeting Room (35 person max)	\$40.00	\$50.00
Kitchen	\$20.00	\$20.00
Entire Facility Rental	\$125.00	\$125.00

FIELD RENTALS

	Residents	Non-Residents
Community Park Baseball Complex		
Baseball / Softball Fields (per hour for each field)	\$40.00	\$50.00
Baseball / Softball Fields (flat fee for 1/2 day rental of 4-6 hours)	\$150.00	\$160.00
Baseball / Softball Fields (flat fee for rental for over 6 hours)	\$225.00	\$250.00

Knightdale Station Park Soccer Fields *(Per hour for each field usage)*

KSP - Soccer Field - Adult Programs	\$60.00	\$75.00
KSP - Soccer Field - Youth Programs	\$40.00	\$50.00
KSP - Soccer Field - Lights (per hour)	\$30.00	\$30.00

Forestville Road Soccer Field *(Per hour for each field usage)*

	Residents	Non-Residents
KRC Soccer Field - Youth Football	\$30.00	\$30.00



Knightdale Station Park Shelter Rentals

Rentals are a minimum of 2 hours and a maximum of 4 hours

	Residents	Non-Residents
Picnic Shelter (per Hour)	\$40.00	\$65.00
Wilder Plaza (North) - Full Shelter	\$100.00	\$125.00
Wilder Plaza (West) - Full Shelter	\$100.00	\$125.00

KNIGHTDALE PARTNERSHIP PROGRAMS

Knightdale Station Park Brick Paver Program

(Includes 4" X 8" brick with up to 3 lines engraving)

\$100.00

Christmas Parade Participation

Floats / Vehicles (with advertisements)	\$75.00
Marchers (schools, businesses, etc.)	\$25.00
Antique Vehicles	\$25.00
Professional Float Rental	\$450.00
<ul style="list-style-type: none">• 3rd Party Contractor Program• Please contact the Recreation Department for further information at (919) 217-2232	

Food Truck Participation

- Knightdale offers multiple opportunities for food truck vendors to participate in local events.
- Please contact the Recreation Department at (919) 217-2232 for more information.

Standard Event (Food Truck Thursday, Market, Town Sponsored, etc.)	\$75.00
Large Event (July 4 th , Arts and Education Festival, Mumkin' Fest, etc.)	\$200.00

Knightdale Community Park Sign / Banner Sponsorship Program

Fence Sign Program (4' x 8', full color) – 2 Year Program	\$350.00
Field Score Box Sign Program (2' x 3', full color) – 2 Year Program	\$250.00



Development Services

- Please note that certain fees listed below are collected on behalf of Wake County.
- Contact the Wake County Inspections Department (919) 890-3245, for questions regarding Wake County fees. Those fees are listed here as information for developers and citizens.
- If Wake County adjusts these fees, no formal action is required by the Knightdale Town Council to update the information here.
- All fees are due upon submission of application, unless otherwise noted.

Amendment Petition Fees

Amendment to Zoning Map

General Use District \$600.00

Conditional Use District \$600.00

Amendment to Unified Development Ordinance \$600.00

Amendment to Comprehensive Plan \$600.00

Special Use/Planned Unit Development Permit Fees

Residential Use \$600.00

Plus per acre fee \$50.00

Nonresidential \$600.00

Special Use Permit Modification \$600.00

Master Plan Application Fees

With Site Plan Review (flat fee plus per acre fee) \$500.00

With Site Plan Review (per acre fee) \$50.00

Land Use Review Board Fees

Variances \$600.00

Appeals or Interpretations \$600.00

Development Permit Fees

Zoning Compliance Permit

Without Site Plan Review \$75.00

With Site Plan Review (flat fee plus per acre fee) \$250.00

With Site Plan Review (per acre fee) \$50.00



Zoning Confirmation Letter \$75.00
(submittal fee plus up to one hour research preparation)

Additional Fee Per Hour \$50.00

Sign Permit \$75.00

Banner Permits (per application) \$25.00

Final Plats

Exempt \$125.00

Recombination \$125.00

Right-of-Way Dedication \$125.00

Boundary Survey \$125.00

Minor Subdivision / Family (plus per lot fee) \$125.00

Major Subdivision (plus per lot fee) \$300.00

Additional Lot Fee \$5.00

Petition to Close a Right-of-Way \$100.00

Printed Maps

11" x 17" \$5.00

Large Format Maps, if feasible (per square foot) \$1.00

Custom Maps

*Produced by the Development Services Department, if feasible
(per hour, 1 hour minimum)* \$60.00

Engineering and Legal Review Fees

- *Payments for engineering, consulting and legal review services will be due upon invoice.*

Engineer Review

Actual Costs

- Payment for review of plans, specifications, and Traffic Impact Analysis by the Town's Consulting Engineer shall be the responsibility of the project developer.
- A pre-application conference will be held to determine the scope and cost of the services to be provided by the consultant.
- The project developer will be billed directly by the consultant and all invoices must be paid prior to project Construction Improvement Plan (CIP) issuance by the Town.



Legal Review

Actual Costs

- Reimbursement of costs incurred by the Town, which are outside those services covered by the retainer agreement between the Town and the Town Attorney, including, but not limited to, review of legal documents, preparation for court cases and attendance at meetings.

Sketch Plan Review (Site Plan & Subdivision Courtesy Review)

Fees are due prior to formal submittal for special use permit, zoning compliance or major subdivision.

Submittal Fee	\$300.00
Engineer (per hour)	\$100.00
Senior Planner (per hour)	\$80.00

Construction Plan Review

Construction Plan Submittal Fee	\$700.00
Engineer (per hour)	\$100.00
Planner II (per hour)	\$80.00

Urban Service Area Site Review Fees

Review by Town Staff for areas within the Urban Service area, but not within the current Knightdale corporate limits or extraterritorial jurisdiction.

Engineer (per hour)	\$100.00
Planner (per hour)	\$80.00

Payments In Lieu of Recreation Fees

Lots recorded on or after July 1, 2000 (per dwelling unit)	\$2,500.00
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NOTE: Unit fees are due upon plat approval for new residential subdivisions or upon application for building permit, whichever occurs first. Fees are due for all lots within the Knightdale Planning Jurisdiction. Payment in lieu of construction of recreation for family subdivisions is due upon application for a building permit.

Actual Costs

Payments In Lieu of Street Construction

NOTE: Fees are due upon issuance of a Construction Improvement Permit or upon final plat approval for new subdivisions or upon application for building permit, whichever occurs first. Actual costs are as approved by the Town's Engineering consultant.



Transportation Development Fees

- Fees are consistent with the Town's Capital Improvement Plan (CIP)
- Fees are calculated per square foot.
- Fees due upon final plat approval for new subdivisions or upon application for building permit, whichever occurs first.
- Fees are due for all lots within the Knightdale Planning Jurisdiction.

Residential

Single Family	\$400.00
Multi-Family and Attached Residential (per unit)	\$300.00
Hotel / Motel (per room)	\$313.00

Industrial

Charged based on greater fee of per 1,000 square feet versus per acre.

Industrial / Manufacturing / Agricultural Processing

Per 1,000 Square Feet	\$181.00
Per Acre	\$1,835.00

Warehouse / Wholesale / Distribution / Transfer / Storage

Per 1,000 Square Feet	\$302.00
Miniwarehousing - Per 1,000 Square Feet	\$80.00

Office, Hospitals and Medical Care Facilities

Per 1,000 Square Feet (less than 100,000 sf)	\$543.00
Per 1,000 Square Feet (100,000 to 199,999 sf)	\$438.00
Per 1,000 Square Feet (greater than 200,000 sf)	\$334.00

Institutional

Group Quarters (per bed)	\$80.00
Churches (per 1,000 square feet)	\$135.00
Day Care Facilities (per licensed enrollee)	\$83.00
Elementary & Middle Schools (per student)*	\$32.00
High Schools (per student)*	\$43.00
Cemetery (per acre)	\$127.00

* A standard based on students refers to the total student capacity of either any new school or an addition to an existing school. Twenty-five students is the student capacity set for each temporary classroom.



Retail

Per 1,000 Square Feet (less than 50,000 sf)	\$1,092.00
Per 1,000 Square Feet (50,000 to 99,999 sf)	\$982.00
Per 1,000 Square Feet (100,000 to 199,999 sf)	\$1,247.00
Per 1,000 Square Feet (200,000 to 299,999 sf)	\$1,148.00
Per 1,000 Square Feet (greater than 300,000 sf)	\$950.00
Outdoor Retail Display Areas as Primary Use (per acre) <i>A standard based on acreage refers to the total land and water surface area of any lot or lots on which any primary, accessory or incidental use or portion thereof is located.</i>	\$1,939.00
Retail Delivery Pumps (per pump) <i>For retail uses that include the sale of motor fuels to the public. Note: This fee is eligible for a credit subject to an approved developer agreement.</i>	\$190.00
Parking, In-Town Center Overlay District <i>Fees due upon final plat approval for new subdivisions and upon application for building permit for existing lots of record.</i>	\$500.00

Inspection Fees – Streets

The same fees will apply for any development projects requiring infrastructure inspections by the Town which are in the Urban Service Area but not in the Town's corporate limits or ETJ.

Storm Drainage (per linear foot)	\$1.00
Streets (per linear foot)	\$1.00
Subdivision Final Re-Inspection (per hour) <i>Inspection at conclusion of warrant period</i>	\$75.00
Sidewalks (per linear foot)	\$1.00
Curb & Gutter (per linear foot)	\$1.00

Weekend Inspection Fee (Knightdale Employee)	\$300.00
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Building Permit Process Fee <i>Due upon application for building for building permit</i>	\$75.00
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Mechanical Permit Processing Fee *Due upon application for building for building permit*

Residential	\$20.00
Commercial	\$20.00



Setback and Certificate of Occupancy Inspections (Knightdale Fees)

Fees due upon application for building permit

Residential – Single Family Detached

Inspection \$50.00

Re-Inspection \$75.00

Other, New Construction or Major Alteration

Inspection – Base Fee \$150.00

Plus Per Acre Fee \$50.00

Re-Inspection Fee \$100.00

Other, Additions or Alterations

Do not affect the number of parking spaces or required landscape improvements

Inspection \$50.00

Re-Inspection \$75.00

Minor Additions & Demolition Permits

(Flat fee includes Setback, CO and Plan Review)

\$80.00

Violations

First Day

Unified Development Ordinance \$250.00

Sign Ordinance (first offense) \$100.00

Sign Ordinance (second offense within six months) \$250.00

Landscaping (per violation) \$50.00

Plus per square foot area of vegetation \$2.00

Lighting \$50.00

Environmental Protection \$250.00

Occupancy of Building without CO \$500.00

Occupancy of Building after Expiration of Temporary CO \$500.00

Each Succeeding Day Until Corrected

Penalties are assessed on a per day basis

Unified Development Ordinance \$50.00

Sign Ordinance \$25.00

Landscaping \$50.00

Lighting \$50.00



Environmental Protection	\$250.00
Occupancy of Building without CO	\$100.00
Occupancy of Building after Expiration of Temporary CO	\$100.00

Code Enforcement / Nuisance Vegetation Abatement

First Hour (or fraction thereof)	200.00
Each Additional Hour (or fraction thereof)	100.00
Contractor Clearance	Actual Costs

Residential Building Permit Fees

Fees include both Wake County and Knightdale portion thereof

New Dwellings

- *Single Family, Duplex, or Townhouses.*
- *Modular Homes.*
- *House Moved (open construction)*

	Square Footage	Fee
Per Dwelling Fee*	Up to 1,200	\$436.00
Base Fee, plus Per Square Foot	Over 1,200	\$0.20 per square foot

* *Gross floors are finished within the inside perimeter of the exterior walls with no deduction for garage, corridors, stairs, closets, or other features. Finished area is that portion of building served by either electrical, mechanical or plumbing systems and suitable for occupant's use.*

Residential Additions

	Square Footage	Fee
	Up to 400	\$228.00
	Over 400	\$436.00

Multi-Family Dwelling

- *Apartments*

For the First unit	\$436.00
For Each Additional Unit	\$222.00

Mobile Homes	\$182.00
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Residential Modular Units & Dwellings Moved On-Site
(closed construction)

Cost of land use and trade inspection fees plus fee per square foot \$0.20

Residential Accessory Structures

- Decks, Garages, Open Porches

Cost of land use and trade inspection fees plus fee per square foot \$0.20

Land Use \$60.00

Temporary Service Poles \$60.00

Trade Inspections

	Building
Electrical	\$60.00
Mechanical	\$60.00
Plumbing	\$60.00
Administrative Fee (added to Trade Permits)	\$60.00

Non-Residential Building Permit Fees

Based on Project Cost (per trade)

Range		Fee
\$0	\$700	\$60.00
\$701	\$1,500	\$100.00
\$1,501	\$2,500	\$155.00
\$2,501	\$25,000	\$225.00
\$25,001	\$50,000	\$450.00
\$50,001	\$100,000	\$900.00
\$100,001	\$200,000	\$1,800.00
\$200,001	\$350,000	\$3165.00
\$350,001	\$500,000	\$4,150.00
\$500,001	\$750,000	\$5,600.00
\$750,001	\$1,000,000	\$7,000.00

Add 0.17% for each million dollars over \$1,000,000 or portion thereof (multiply by 0.0017)



Administrative Fee (Wake County)

\$60.00

An Administrative fee will be charged for each resubmitted site plan, inspector field consultation, permit amendment, addendums and construction plans requiring two or more reviews.

Re-Inspection Fee

\$60.00

- *(SF Dwellings & Duplex Only) One re-inspection will be conducted in each of the trades areas (building, electrical, plumbing, HVAC) at no additional charge.*
- *Any additional re-inspections will be assessed a re-inspection fee.*
- *Construction work discovered to have been done without the proper permit(s) in place is subject to doubled fees by Wake County and/or Knightdale.*

Administrative Change Fee

\$25.00 per permit

Town of Knightdale fee for changes to submitted permit applications

Add/Change Contractor Fee

\$60.00 per addition
of each trade

Wake County fee when there have been trade specific inspections

Permit Amendment

Fee charged after permit has been released

If setback inspection is not required

\$25.00

If setback inspection required

\$80.00

Farm Animals

- *Farm animals include but are not limited to the following: cattle, horses, sheep, goats, mules, swine and fowl.*
- *Permit Requires 200-foot buffer from all adjacent properties.*

Permit Application fee to Keep Farm Animals

\$50.00

Encroachments

Encroachment Permit Fee

\$50.00

Encroachment Inspection Fee

\$75.00

POSITION CLASSIFICATION PLAN
Budget Ordinance 20-06-17-001 Attachment B

Position/Class Title	NCLM Class Code	Number of Positions	Salary Grade	Salary Minimum	Salary Maximum	Exempt Status
ADMINISTRATION						
Town Manager	10040	1	n/a	n/a	n/a	A
Assistant Town Manager – Administration	10070	1	35	104,862	156,125	A
Assistant Town Manager – Operations	10070	1	35	104,862	156,125	A
Public Information Officer	10180	1	23	58,391	86,936	A
Town Clerk	10080	1	22	55,611	82,797	A
		5				
DEVELOPMENT SERVICES						
Development Services Director	10160	1	31	86,270	128,445	E
Assistant Development Services Director	-	1	25	64,376	95,847	E
Senior Planner	20475	1	23	58,391	86,936	
Planner	20470	1	20	50,440	75,099	
Code Enforcement Officer/Planner	20160	1	17	43,572	64,873	
Planning Technician	20465	1	17	43,572	64,873	
		6				
FINANCE						
Finance Director	10120	1	33	95,113	141,610	E
Finance Officer	20056	1	25	64,376	95,847	A
Accounting Operations Manager	20050	1	23	58,391	86,936	E
Business Analyst	20060	1	22	55,611	82,797	A
Accounting Technician	20040	1	15	39,521	58,842	
Customer Service Clerk	20300	1	11	32,514	48,409	
		6				
FIRE						
Fire Chief	10130	1	33	95,113	141,610	E
Battalion Chief	30085	3	25	64,376	95,847	E
Fire Captain	30080	12	21	52,962	78,854	
Fire Lieutenant	30120	12	19	48,039	71,523	
Firefighter	30100	15	17	43,572	64,873	
Administrative Assistant - Fire	20600	1	12	34,140	50,830	
		44				

Effective 07/01/2020

POSITION CLASSIFICATION PLAN
Budget Ordinance 20-06-17-001 Attachment B

HUMAN RESOURCES

Assistant Human Resources Director	-	1	27	70,975	105,672	A
Human Resources Technician	20080	<u>1</u>	17	43,572	64,873	
		2				

PARKS, RECREATION & CULTURAL PROGRAMS

Parks & Recreation Director	10220	1	31	86,270	128,445	E
Recreation Program Supervisor	20520	1	19	48,039	71,523	
Athletic Supervisor	20510	2	18	45,751	68,117	
Recreation Activities Coordinator	20500	1	17	43,572	64,873	
Administrative Assistant – Parks & Rec	20600	<u>1</u>	11	32,514	48,409	
		6				

POLICE

Police Chief	10170	1	33	95,113	141,610	E
Police Division Commander (Captain)	30160	2	27	70,975	105,672	E
Police Shift Commander (Lieutenant)	30270	5	23	58,391	86,936	
Administrative Division Manager	-	1	22	55,611	82,797	A
Police Shift Supervisor (Sergeant)	-	5	20	50,440	75,099	
Detective	30210	3	20	50,440	75,099	
Police Officer	30260	18	18	45,751	68,117	
Records Clerk	20610	1	12	34,140	50,830	
Administrative Assistant - Police	30220	<u>1</u>	12	34,140	50,830	
		37				

PUBLIC WORKS

Public Works Director	10210	1	31	86,270	128,445	E
Stormwater Technician	20747	1	22	55,611	82,797	
Grounds Maintenance Supervisor	20450	1	21	52,962	78,854	E
Operations Supervisor	20670	1	21	52,962	78,854	E
Crew Leader	20660	1	18	45,751	68,117	
Maintenance Worker II	20430	6	14	37,639	56,040	
Maintenance Worker I	20420	<u>1</u>	11	32,514	48,409	
		12				

TOTAL NUMBER OF POSITIONS

118

Effective 07/01/2020

POSITION CLASSIFICATION PLAN
Budget Ordinance 20-06-17-001 Attachment B

NOTES:

- Starting salary can be up to Step 20 with the Town Manager's approval. Starting salaries over Step 20 require Town Council approval.
- There is no COLA factor included. Performance increases are given in 1% increments for employees exceeding expectations at the discretion of the department director and within the budget amount for performance increases. 2% merit funding is included in the budget.
- Exempt Status is classified as E= Executive, A= Administrative, P= Professional, and C= Computer according to the Fair Labor Standards Act regulations.
- Revisions for FY21 include:
 - Incorporation of salary study results
 - Addition of 19 new positions resulting from the merger with Eastern Wake Fire:
 - Fire Captain (6)
 - Fire Lieutenant (6)
 - Firefighter (6)
 - Administrative Assistant
 - Addition of 10 new positions:
 - Battalion Chef
 - Fire Captain (3)
 - Fire Lieutenant (3)
 - Firefighter (3)
 - Potential addition of 5 new positions if financial conditions merit, to be assessed in January 2021. These 5 positions are not shown within the plan.
 - Maintenance Worker I (2)
 - Police Officer (3)
 - Revision to previous positions:
 - Title/class revision for Accountant to Accounting Operations Manager
 - Conversion of 1 of 2 vacant Police Officer positions to a new Detective position

LIMITED SERVICE POSITION CLASSIFICATION PLAN
Budget Ordinance 20-06-17-001 Attachment C

Department/Title	Pay Grade	Hourly Rate
ADMINISTRATION		
Intern	12	\$11.13
DEVELOPMENT SERVICES		
Intern	12	\$11.13
FINANCE		
Intern	12	\$11.13
FIRE		
Intern	12	\$11.13
Firefighter	29	\$16.28
Fire Inspector – Level I	51	\$22.54
Fire Inspector – Level II	59	\$24.78
Fire Inspector – Level III	64	\$26.19
Data Administrator	57	\$24.22
Training Chief	64	\$26.19
PARKS, RECREATION & CULTURAL PROGRAMS		
Recreation Assistant	6	\$9.42
Camp Counselor	6	\$9.42
Recreation Assistant Supervisor	10	\$10.56
Bus Driver	14	\$11.70
POLICE		
Intern	12	\$11.13
PUBLIC WORKS		
Maintenance Worker	24	\$14.85

NOTES:

- All positions listed are classified as non-exempt based on the Fair Labor Standards Act.